

## OLRS Communication

- What?** December 2012 Minor Release
- Who?** OLRs Professional Users
- Why?** Enhancement to Oral Exam Scheduling
- When?** Effective December 15, 2012

**Message:** On Saturday, December 15, Insight is scheduled to have a minor release to include the following enhancement which may have an impact on your process when scheduling oral exams:

### Set up of Multiple Oral Exam Dates in Single Transaction

This feature allows users to schedule oral exams across multiple locations and/or dates in a single transaction.

*Navigation: Tests > Oral Exam > View Dates > Add New*

Account Manager - Oral Exam For Evaluation Step 4 \* Required

* Exam Location(s):	<div>== Select == Administration Building - 123 First Street City Hall - 123 First Street Exam Building 1 - 123 First Street Exam Room 3 - 123 First Street</div>
* Date(s):	<div>December 2012 Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</div> <div>Selected Dates: 12/04/2012 12/05/2012 12/06/2012 12/07/2012 12/10/2012 12/11/2012 12/12/2012 12/13/2012 12/14/2012</div>
* Start Time:	8 :00 AM
* End Time:	5 :00 PM
* Exam Duration:	0 :50
* Time Between Exams:	0 :10
Intermission 1:	Type: Lunch Start Time: 12 :00 PM Duration: 1 :00
Intermission 2:	Type: Start Time: :00 AM Duration: 0 :00
Intermission 3:	Type: Start Time: :00 AM Duration: 0 :00

The display of oral exam dates has been updated to include the start and end time for each date and location, as well as the number of candidates scheduled and the number of open time slots available.
















*Navigation: Tests > Oral Exam > View Dates*

Exam Number 2007-00003

Exam Title Account Manager

Oral Exam - Evaluation Step 4

Add New

Oral Exam Date	Start Time	End Time	Location	Available	Scheduled	Action		
 12/04/2012	08:00 AM	05:00 PM	Administration Building	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/04/2012	08:00 AM	05:00 PM	City Hall	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/04/2012	08:00 AM	05:00 PM	Exam Building 1	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/05/2012	08:00 AM	05:00 PM	Administration Building	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/05/2012	08:00 AM	05:00 PM	City Hall	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/05/2012	08:00 AM	05:00 PM	Exam Building 1	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/06/2012	08:00 AM	05:00 PM	Administration Building	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/06/2012	08:00 AM	05:00 PM	City Hall	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/06/2012	08:00 AM	05:00 PM	Exam Building 1	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/07/2012	08:00 AM	05:00 PM	Administration Building	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/07/2012	08:00 AM	05:00 PM	City Hall	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/07/2012	08:00 AM	05:00 PM	Exam Building 1	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/10/2012	08:00 AM	05:00 PM	Administration Building	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/10/2012	08:00 AM	05:00 PM	City Hall	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>
 12/10/2012	08:00 AM	05:00 PM	Exam Building 1	9	0	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Candidate Schedule</a>

**Additional Information:** Job Interest Cards have not been sent out from the system since November 26<sup>th</sup>. NEOGOV developers are attempting to fix the error that is blocking the JIC from being sent out. This appears to be a customer wide issue for NEOGOV.

### New Email Addresses:

Email Use	Old Address	New Address
Job Seekers or employees with questions, employees requesting help with ESS	<a href="mailto:Information@dop.wa.gov">Information@dop.wa.gov</a>	<a href="mailto:careers&amp;ESSHelp@des.wa.gov">careers&amp;ESSHelp@des.wa.gov</a>
Recruiters with questions regarding the online recruiting system, records requests, other assistance	<a href="mailto:servicecenter@dop.wa.gov">servicecenter@dop.wa.gov</a>	<a href="mailto:ServiceCenter@des.wa.gov">ServiceCenter@des.wa.gov</a>
HR submitting GGTP forms, layoff candidates requesting to be placed on the layoff lists maintained at DES, any other layoff or GGTP questions	<a href="mailto:LayoffandGGTP@dop.wa.gov">LayoffandGGTP@dop.wa.gov</a>	<a href="mailto:LayoffandGGTP@des.wa.gov">LayoffandGGTP@des.wa.gov</a>

### Questions? Contact:

Service Center: (360) 664-6400

Email Contact: [servicecenter@des.wa.gov](mailto:servicecenter@des.wa.gov)

*Want to review past communications? Visit [OLRS Notices](#) on the HR website.*